

**AMPNEY CRUCIS PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 9 MARCH 2015 IN THE VILLAGE HALL, AMPNEY CRUCIS.**

Present: Councillors Rosanna Armitage, Doug Crook, Barry Dent, Adrian Grazebrook, Simon Holt, Alan Lewis and David Vessey  
 Presiding: Councillor Barry Dent  
 Clerk: Jayne Webster

Also present: District Councillor Sir Edward Horsfall, County Councillor Shaun Parsons, Janet Campbell, Harold Stevens, Gerald Gaden and David Fowles.

<b>Apologies for absence</b>	<b>ACTION</b>
None	
<b>2. Minutes of the meeting held on 12 January 2015</b>	
<b>Resolution 09/15</b> <i>The Chairman proposed and the Council resolved that the minutes of the meeting held on 12 January 2015, be signed and adopted.</i>	
<b>3. Matters arising from the meeting held on 12 January 2015</b>	
3.1 Confirmation letter received from Lloyds Bank regarding the addition of Councillor Crook to the list of signatories for the Treasurers Account.	
3.2 Clerk supplied contact details to the Pensions Regulator.	
3.3 The Chairman wrote to the primary school acknowledging their recent excellent OFSTED report.	
3.4 Clerk to continue to liaise with GCC regarding a meeting to discuss possible sites for dog waste bins.	JW
7.25pm Councillor Vessey arrived.	
<b>4. Reports from County and District Councillors</b>	
County Councillor Parsons reported that he had secured the Active Together Grant for £5000 for new playground equipment. The Chairman thanked Shaun Parsons for his involvement. A lengthy discussion followed regarding the Parish Council and village's campaign for vehicle activated signs (VAS) on the A417. The Chairman advised that the signage along the A417 was confusing and whilst he understood that the road was not a high priority as far as GCC were concerned, it is frustrating that GCC will not even discuss the issue of installing two VAS. County Councillor Parsons was aware of the correspondence and agreed to see what he could do.	
District Councillor Sir Edward Horsfall reported that the Conservation Officer at CDC wanted more information regarding the planning application for replacement windows in the village hall. He felt that once this information was received, regarding the glazing bar, the application should be approved. Next year CDC will reduce Council Tax by 5%, there will be no changes to front line services and car parking charges will not increase. Finally, Sir Edward Horsfall advised that CDC spent around £850,000 on street cleaning and litter and funds will be available to Parish Councils to help combat the problems of litter. District Councillor Horsfall, who is standing down in May, said he had enjoyed attending the meetings and would like to thank residents for their support. The Chairman thanked Sir Edward for his hard work and commitment.	
Councillor Holt advised that the Youth Fund had recently been used to organise a go karting event.	
7.50 pm Councillor Grazebrook arrived.	
<b>5. Questions for the Public</b>	
Miss Campbell reported that she had collected two hypodermic needles, on walks around the village but the police were not interested.	
Mr Stevens thanked Sir Edward Horsfall for his assistance regarding the village hall's planning application for replacement windows. In addition he had incurred costs of £42.50, for repairing the bench in The Pleydells, see Resolution 13/15.	JW
Mr Gaden mentioned the burnt out barn at Waterton Farm. Clerk to contact the owner (see item13).	JW
<b>6. Planning matters</b>	
6.1 Decisions	
664 14/05637/FUL      4 Durncourt Cottages      Creation of parking area - Permitted	
6.2 Outstanding applications	

650	14/02266/FUL	Village Hall	Replacement of existing windows to UPVC windows
663	14/05595/FUL	Birch House	Proposed external swimming pool and pavilion.

See item 5 for District Councillor Sir Edward Horsfall's comments regarding the Village Hall planning application.

With regard to Planning application 14/05595/FUL: Councillor Holt outlined the proposed development and advised that upon the Conservation Officer's recommendation the pavilion was now 3m in height with a 5.2m chimney. A long discussion followed and the Council agreed unanimously to object to the structure on the grounds that the proposed building was too large and not in keeping with the surrounding buildings. Councillor Holt to draft a letter outlining the Council's objection.

SH  
JW

6.3 Tree works  
None

## 7. Financial matters

### 7.1 Current financial position

**Resolution 11/15** *The Chairman proposed and the Council resolved that the financial statements prepared by the Responsible Financial Officer should be adopted by the Council as an accurate reflection of the Council's financial position on 28 February 2015.*

The clerk reported that upon reflection the grass cutting expenditure for 2014 - 2015 is over budget by £62.80 and not £82.60 as previously stated in the January minutes. £20 for strimming the grass verge at The Pleydells was an additional cost (see min 7.3 p.1161) and was meant to come from the General Contingency Fund. Details of this payment have been added to the reserve sheet. The clerk has contacted Tony Williams asking for a copy of his insurance for the year 2015-16 and advised that the final cut should only include the War Memorial grass verge.

The clerk suggested that the Financial Regulations should be reviewed. The Council agreed this should take place at the July meeting, after the May elections. Councillor Vessey suggested that the Standing Orders should be reviewed at the same time. Clerk to circulate copies of both documents, to Councillors, with the March minutes for perusal.

JW

### 7.2 Transfer of payments

**Resolution 11/15** *The Chairman proposed and the Council resolved that £200.00 be transferred from the Lloyds Treasurers account to Imprest account.*

### 7.3 Agreement of payments

Clerk's expenses (£9.12), clerk's NALC pay award for Jan, Feb and March 21015, resolution 06/15 p.1249 (£47.46).

JW

**Resolution 12/15** *The Chairman proposed and the Council resolved that the above amounts, totalling £56.58, be paid.*

JW

**Resolution 13/15** *The Chairman proposed and the Council resolved to reimburse Mr Harold Stevens for costs incurred repairing a bench in The Pleydells for £42.50. This amount will come from the General Contingency fund.*

JW

### 7.4 Clerk's Remuneration

The clerk had prepared a letter to Lloyds Bank asking for a change to the monthly Standing Order. The letter was signed.

### 7.5 Risk Management Review

Councillor Crook had inspected the Praying Cross and reported that the cross looks sound but is very dirty and branches may need cutting back. The Council agreed for that Wells Masonry should take a look when they clean the War Memorial. The Chairman noted that in the near future the noticeboard at The Pleydells would need repairing. A copy of review document is on page 1260 of the minutes.

### 7.6 Effectiveness of the Internal Audit

The Council was reminded that the effectiveness of the internal audit needed to be reviewed. The following 5 standards should be included in the internal auditor's letter of appointment.

## 1. Scope of internal audit

The council agreed that the scope and coverage of the work to be carried out by internal audit will be in accordance with proper practices guidance. Guidance suggests that the following items should be covered within the internal audit:

Internal Control	Suggested testing

Proper bookkeeping	<ul style="list-style-type: none"> <li>• Is the cashbook maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>
a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted standing orders and financial regulations?</li> <li>• Has a Responsible Financial Officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is S 137 expenditure separately recorded and within statutory limits?</li> </ul>
Risk management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> </ul>
Budgetary Controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of it precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from budget?</li> </ul>
Petty cash procedures	<ul style="list-style-type: none"> <li>• Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>• Is petty cash expenditure reported to each council meeting?</li> <li>• Is petty cash reimbursement carried out regularly?</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• Do all employees have contracts of employment with clear terms and conditions?</li> <li>• Do salaries paid agree with those approved by the council?</li> <li>• Are other payments to employees reasonable and approved by the council?</li> <li>• Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority's notification?</li> <li>• Are security controls over cash and near-cash adequate and effective?</li> </ul>
Assets controls	<ul style="list-style-type: none"> <li>• Does the council maintain a register of all material assets owned or in its care?</li> <li>• Are the assets and Investments registers up to date?</li> <li>• Do asset insurance valuations agree with those in the asset register?</li> </ul>
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Is there bank reconciliation for each account?</li> <li>• Is bank reconciliation carried out regularly and in a timely fashion?</li> <li>• Are there any unexplained balancing entries in any reconciliation?</li> <li>• Is the value of investments held summarised on the reconciliation?</li> </ul>
Year-end procedures	<ul style="list-style-type: none"> <li>• Are year end accounts prepared on the correct accounting basis (Receipts and payments or Income and Expenditure)?</li> <li>• Do accounts agree with the cashbook?</li> <li>• Is there an audit trail from underlying financial records to the accounts?</li> <li>• Where appropriate, have debtors and creditors been properly recorded?</li> </ul>

## 2. Independence

- The internal auditor should be allowed direct access to the Council, through the Chairman when thought necessary by the auditor.
- It was confirmed that the internal auditor has no other role within the Council.
- The internal auditor's report should be made in his/her own name and addressed to the Council.

### 3.Competence

- The Council is satisfied that the internal auditor is competent to carry out the work

### 4.Relationships

The responsibilities of the Clerk and the internal auditor should be defined in relation to risk management, internal control and fraud and corruption matters. The Chairman should be contacted in the event of any query.

- Councillors are clear on their responsibilities of the 'protection of the public purse' and within the internal audit framework.
- The Council has a duty to draft and consider an annual internal audit plan

### 5.Audit planning and reporting

- There should be an annual audit plan. The audit plan should refer to the processes the Council follows to ensure clear and accountable procedure.
- The Council should approve the plan

Further details discussed in relation to the audit plan are shown below.

Process to be reviewed	Current position	Action necessary
Agreement of financial activity at each meeting	Resolutions passed at each meeting	None
Agreement of bank reconciliation	Resolution passed at each meeting	None
Budget and precept process	Raised in November, agreed at January meeting	None
Standing orders	Last agreed on 12 November 2012. See minutes, page 1091 – 96.	Review at the July meeting.
Financial regulations	Last agreed on 20 September 2011. See minutes p.1028 - 1031	Review at the July meeting.
Risk assessment	Last agreed on 10 Nov 2014. See minutes page 1234–41.	Reviewed March 2015 (minute 7.5 p.1260)
Assets register	Last agreed on 8 Sept 2014. See minutes page 1213.	Reviewed annually.
Burial fees and conditions	Last agreed in Jan 2014. See min p.1171.	Next review November 2017

The completion of the audit plan and the issues arising from it ensures that the review process has been completed.

**Resolution 14/15** *The Chairman proposed and the Council resolved that the audit plan, as shown above, be adopted.*

**Resolution 15/15** *The Chairman proposed and the Council resolved to agree that all five standards of the review process have been completed. By this process the effectiveness of the internal audit has been reviewed.*

#### 7.7 Appointment of the internal audit

**Resolution 16/15** *The Chairman proposed and the Council resolved that Neil Holt be asked to undertake the internal audit.*

JW

### 8. Burial ground matters

Councillor Grazebrook reported that the Transfer of Land was still in hand.

Councillor Vessey reported that preparation of the new burial ground site was progressing slowly.

### 9. Village Update

#### 9.1 Playground

Councillor Armitage reported funding for new playground equipment had been secured through GCC's Active Together Grant, the application was supported by County Councillor Parsons and Councillor Armitage thanked him for his support. £2500 has been received and this has been added to the Playground Capital Equipment reserve fund, the remainder will be paid in due course. Councillor Holt reported that there had been no further repairs carried out to the Playground.

**Resolution 17/15** *The Chairman proposed and the Council resolved to allocate the GCC Active Together Grant to the Playground Capital Equipment reserve fund.*

#### 9.2 Ampney Times

Since the last meeting the clerk had advised the Ampney Times production team of the Council's decision regarding postage costs.

#### 9.3 Footpaths

Councillor Grazebrook reported that footpath BA2 is still in a poor condition and suggested a meeting with Jon Dearsley, Crucis Park Farm agent, to discuss further. Clerk to arrange.

JW

#### 9.4 Benches at The Pleydells and Burial Ground

Councillor Crook reported that the bench has been repaired by Mr Stevens (see resolution 13.15) but the concrete plinth is too small for the bench. Councillor Crook and Tony Williams will look into replacing the concrete plinth and the costs should be approximately £30.

DC

With regard to the bench in the burial ground Mr Stevens agreed to take another look and see if it could be repaired.

#### 9.5 War memorial

Crucis Park Farm have very kindly made a donation for the cost of cleaning and repairing the War Memorial. Clerk to thank Crucis Park Farm. In principle the Council agreed for the cleaning work to go ahead, clerk to write to Wells Masonry.

JW

#### 9.6 Village Clear Up

The clear up will be on Saturday 28<sup>th</sup> March. Councillor Lewis to liaise with CDC regarding the collection of materials.

AL

#### 9.7 1999 Village Appraisal papers

The Council has been given papers relating to the appraisal. These were circulated and noted by the Council.

#### 9.8 WW1 Photos

Details of all village men who fought in WW1 has been collated. The Council agreed there should be three copies; one for the church, school and Parish Council and one of these should be laminated. If an electronic copy exists the details could also go on the village website.

### 10. Highways

A417 – There has been some response to Councillor Vessey's article in The Ampney Times asking for residents to write to Richard Gray at GCC regarding the installation of Vehicle Activated Signs, however, Councillor Vessey feels more support is needed and will write another article. The new SLOW signs have been painted.

DV

Village Entry Signs – Still ongoing although Paul Swift from Amey is in the process of calculating a price and should have the final design shortly.

Councillor Crook attended a seminar on the management of roadside verges by Cotswold Conservation Board and circulated a guide for Parish Councils.

#### **11. Parish Council Elections May 2015**

The clerk distributed the nomination packs.

#### **12. Correspondence received**

12.1 Email from GAPTC regarding May elections. This was circulated to the councillors prior to the meeting and duly noted by the Council.

12.2 Email from GCC regarding consultation of Local Transport Plan. The consultation ends on 27 March and was circulated to councillors prior to the meeting. In addition CDC would like to know what local residents think about transport needs in the area. Surveys can be completed online at <https://www.surveymonkey.com/s/CotswoldCommunityTransportSurvey>. Clerk to circulate details through the Village Network.

12.3 Letter from Mr Gilbert regarding the building of a tree house at Ampney House. The Chairman spoke with Mr Gilbert regarding the planning regulations prior to the meeting. **JW**

12.4 Emails from GCC advising that the A417 through Fairford will be closed for carriageway repairs from 30.03.15 until 02.04.15. Then again for gas mains replacement from 07.04.15 until 17.04.15. Details to be displayed in noticeboard.

12.5 Emails from Mr Bullock regarding the condition of the barn along Ridings Lane and the plastic roadside posts around the village. These were noted by the Council and the clerk will contact the barn's owner. **JW**

#### **13. Matters outstanding**

Councillor Crook reported that there was a large amount of debris, resulting from hedge cutting, along Ridings Lane. Clerk to contact the landowner. **JW**

It was noted by the Council that there was a skip on land by the cricket club which had been there for some time. **JW**

#### **14. Date, time and place of next meeting**

Monday, 11 May at 7.30pm in the village hall.

The meeting closed at 9.55 pm